

Governor's Fellows Program

Application for Summer 2004

(NOTE: Please print or type all information requested)

Background Information

Date of Birth: _____

First/MI/Last Name: _____

Name of College or University: _____

Major Field of Study: _____

Minor or Related Field of Study: _____

Expected Graduation Date: _____ Undergraduate _____ Graduate _____

Permanent Home Address/Phone:

Address: _____

City: _____ ST: _____ Zip: _____

Phone: () _____ e-mail _____

Current or School Address/Phone (Valid from: _____ to _____)

Address: _____

City: _____ ST: _____ Zip: _____

Phone: () _____ e-mail _____

Skills

Please indicate below the skills you have: *

Foreign Language(s): _____ Fluency? _____ YES _____ NO

Word-processing software: _____

Spreadsheet software: _____

Graphics/DTP software: _____

Web programming: _____

**The Fellows Program will entail some clerical/support staff work.*

Please indicate below which areas interest you or in which you have previous experience.

- | | |
|--|---|
| <input type="checkbox"/> The Governor's Offices | <input type="checkbox"/> Commonwealth |
| <input type="checkbox"/> Policy Office | <input type="checkbox"/> Education |
| <input type="checkbox"/> Press Office | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Constituent Services | <input type="checkbox"/> Health and Human Resources |
| <input type="checkbox"/> Scheduling Office | <input type="checkbox"/> Natural Resources |
| <input type="checkbox"/> The Lt. Governor's Office | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> The Attorney General's Office | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Commerce and Trade | <input type="checkbox"/> Commonwealth Preparedness |

Open (Short-Answer) Questions

(NOTE: You may use additional paper for answering the following questions.)

- 1) Why are you interested in the government/public policy process? How does this interest apply to your career goals?

- 2) Have you worked in a paid or volunteer capacity for a public policy organization, political candidate or elected official? If so, describe your job duties.

- 3) Describe any community service activities in which you have participated.

Essay Question

On a separate piece of paper write a brief essay of not more than 500 words. Choose a House or Senate bill before the 2004 Virginia General Assembly within your field of interest, and write the Governor as to why he should support or oppose the bill. Please include the bill number in your essay.

Other Application Information

Selection Process

A panel composed of individuals who currently hold positions within Governor Warner's Administration will review applications. Qualified candidates will be asked for personal interviews.

Application Procedure and Program Deadline

Applications should be sent to the Governor's Office (address below) and must be postmarked no later than February 27, 2004.

**Governor Mark R. Warner
State Capitol, 3rd Floor
Richmond, VA 23219
Attention: Steven Gould
Special Assistant to the Governor for Policy
E-mail: <mailto:GovFellows@governor.virginia.gov>**

Along with their application, applicants must include the following:

- 1) A cover letter stating intent; a résumé; and an official transcript of undergraduate work, including your grade point average. Please also include a transcript of graduate work, if any.
- 2) Two letters of reference from people who are not related to you, but who have personal knowledge of your qualifications and character. If possible, please include one reference that relates to professional competence in your area of study and one stating knowledge of your community, civic, or political activities.